

Student Staff Job Description

Job Title: Finance Assistant

Responsible to: Management Accountant and Finance Coordinators

Outline of Post: To work as part of the Finance Team to provide an excellent standard of support with a variety of financial administration work. This includes, but is not limited to, assisting with transaction processing, reconciliation and reporting of financial information.

Hours: To work approximately 4 – 8 hours per week during term-time (maximum of 20 hours per week). There may also be the opportunity to work during vacation periods. Usual working hours are between 10am and 4pm Monday-Friday, so the role requires reasonable daytime availability.

Duties and Responsibilities:

1. To assist the Finance Department in ensuring the timely and accurate administration of key financial ledgers (Sales Ledger, Purchase Ledger and Bank).
2. To assist the Finance Department to ensure the efficient and effective posting of all transactions associated with the bank reconciliation function.
3. To support the Finance Coordinators with banking duties as required and assist with the posting of sales cash sheets, website postings and student groups payments.
4. To assist the Finance Department with providing financial services to a large number of staff and an even greater number of members (students).
5. To carry out other administrative tasks as required.
6. To observe Guild Health & Safety procedures. You have a responsibility to work safely at all times and to report any potential hazards, faults or problems to a member of the team.
7. To attend work looking clean and smart.
8. To attend and complete compulsory training as required

9. To carry out other duties which naturally fall within the reasonable expectations of the post.

Person Specification

The person specification describes the knowledge, experience & abilities that the Guild is looking for in the student staff we employ. To be successful, during the selection process (application form & interview) you should demonstrate:

- Strong IT skills, particularly Microsoft Excel
- Strong communication skills in person, on the telephone and via email – with customers, managers and other team members.
- Able to stay calm and friendly under pressure in a busy environment.
- Able to work in a team, but also on your own initiative.
- Flexible, committed and punctual.
- Able to balance academic work with your responsibility to the Guild as your employer throughout the academic year.
- Keen to contribute to the development of the Finance service
- An awareness and an interest in finance.